

Exhibit 3: Soundness of Approach: Responsiveness and Model Qualities

For Exhibit 3: Soundness of Approach complete and assemble the information in your application as outlined below:

1. Complete the **HOPWA Project Information Form** and place **before** the Soundness of Approach (Exhibit 3) section of your application.
2. **Rating Factor 3: Soundness of Approach: Responsiveness and Model Qualities (40 Points)** Please address the following factor on not more than fifteen (15) double-spaced, typed pages. This factor addresses the method by which your plan meets your identified needs. HUD will award up to 40 points based on the extent to which your plan evidences a sound approach in its responsiveness to the persons that you will be assisting and how it offers model qualities in providing supportive housing opportunities for low-income persons living with HIV/AIDS and their families, when compared to other applications and projects funded under previous HOPWA competitions. The points will be awarded as follows:

I. Responsiveness (20 Points)

HUD will award up to 20 points based on how well your project plan responds to the unmet needs of the target population including the specific needs that you identified under the Need Criterion with specific goals and objectives for providing housing and related supportive services for people living with HIV/AIDS and their families. To receive the highest ratings in this element, you must offer a plan that evidences the following:

- a) Your project's goals and objectives. You must describe your project's goals and objectives and how you will measure how the project is performing under the required HOPWA performance goal, i.e. increasing the amount of housing assistance and related supportive services to low-income persons living with HIV/AIDS and their families to enable them to achieve housing stability and access to health-care and supportive services. You are encouraged to review Section IV: Program Requirements, Part A: Performance Measures and Project Goals and Objectives of the program section of the NOFA when developing your goals and objectives.

To receive the highest rating your goals should address:

- i. The projected numbers of persons to be served through each activity for each year of your program;
 - ii. The projected number of housing units to be provided through your project, (unless you are proposing supportive service only activities) and;
 - iii. The specific organizations that will provide housing either through an agreement with your organization or through funding from your project.
- b) Your plans for accomplishing these goals and objectives. You must demonstrate your methodology for achieving these goals and objectives by describing the service delivery model that you intend to implement and explain how you will integrate the following items:
 - i. Housing. You must demonstrate how the housing needs of clients will be addressed by including:
 - a) the type and number of units of housing to be provided and/or made more appropriate if currently available in the community;

- b) the names of the project sponsors and/or organizations providing housing including their roles and responsibilities;
 - c) the connection of any emergency or transitional housing in obtaining and maintaining permanent housing;
 - d) any appropriate site features, including accessibility, visitability, and access to other community amenities;
 - e) ensuring clients and their families to access health care and other supportive services;
 - f) demonstrating how tenants' rights will be observed and addressed by providing safe, decent, and affordable housing through such activities as, the delivery of maintenance services, security services, and consistency with local and national fair housing laws;
 - g) demonstrating clients participation in decision making in project operation and management.
- ii. Supportive Services. You must describe how the supportive service needs of clients will be addressed from HOPWA or other sources by including:
- a) the type of supportive services that will be offered and/or how services will be accessed and coordinated;
 - b) the names of the organizations providing the supportive services;
 - c) the connection of these services in helping clients obtain and/or maintain housing;
 - d) the roles and responsibilities of project sponsors and other organizations in undertaking these activities.

If you propose to use more than 10% of your HOPWA funds for supportive services, emergency or transitional housing activities, to receive the highest number of rating points, you must address how you will meet your clients' permanent housing needs with HOPWA funds or funds from other sources. You can fulfill this commitment by allocating funds for housing vouchers for HOPWA clients or developing permanent housing with this grant or other sources.

II. Model Qualities (20 Points)

HUD will award up to 20 points based on your service delivery model plan and how well it addresses the ongoing housing and supportive service needs within a replicable operational framework. To receive the highest ratings in this factor, you must offer a plan that evidences a permanent housing arrangement and the following:

- a) **Operational Procedures.** You must describe your program's outreach, intake, and assessment procedures, as well as how clients will link to services and (if necessary) housing funded from other sources and how your project provides for consistent monitoring of all clients. You must include within this description how a client moves through the program from intake, assessment, service delivery, and finally to termination or linkage to other services.
- b) **Project Management and Oversight.** You must describe your method for coordinating the project sponsors' services whether for housing or related supportive services with your staff and volunteers, and any other organizations in order to benefit the clients; identify staff members who are responsible for described housing and supportive service tasks; and the ability of your operations to be self-sustaining beyond the life of this grant.
- c) **Descriptive Budget** HUD will rate your budget in describing
 - (i) how each amount of requested funding for you and your project sponsors will be used;
 - (ii) how each line item will relate to eligible HOPWA activities as defined in Section III(C), of the program section of the SuperNOFA; and
 - (iii) how specific line items match with the goals and objectives in your project.

- d) **Evaluation.** Evaluation is defined as your method for collecting data on HUD program goals related to housing and related supportive services, as well as, your project's unique goals and objectives. HUD will assess your method for reviewing this data and other information on the program's operations and your basis for making relative adjustments based on outcomes and lessons learned from operation of your activities. HUD will provide a greater number of points for programs which will serve as a national model and which provide for the dissemination of information from the lessons learned from your proposed activities.
 - e) **Innovative Qualities.** If you propose a new program, or an alternative method of meeting the needs of your clients, you should describe the innovative qualities of your activities. HUD will rate your applications higher if your justification for these innovations provide strong evidence that they will yield qualities that will benefit or expand our knowledge in offering assistance to persons living with HIV/AIDS and their families, when compared to other applications and HOPWA projects funded in the past. In order to learn about innovative qualities of previously funded and on-going HOPWA projects, please review the HOPWA Executive Summaries for all HOPWA formula and competitive grantees at www.hud.gov/cpd/hopwahom.html.
3. Complete the **HOPWA Project Budget Form** and place at the **end** of the Soundness of Approach (Exhibit 3) section of your application. For each application, you should complete Part A, Project Summary Budget. For the grantee and each project sponsor, you should complete Part B, Project Descriptive Budget. For example, if you have two project sponsors, you will have three (3) Part B, Project Descriptive Budget forms - one for the grantee and one each for each project sponsor. For the complete application, you will have only one Part A, Project Summary Budget. NOTE: The amounts entered on each Project Descriptive Budget should equal the total amount of each eligible activity on the Project Summary Budget.
4. For your convenience, a **Worksheet on Administrative Costs** for both grantee and project sponsors are included in this application kit. This worksheet will assist you in figuring the administrative costs allowable under the HOPWA program. This is an optional worksheet and is not required to be filed with the application.

Targeting Underserved Populations

If you apply for a SPNS grant targeting resources to underserved populations, you must evidence the method, by which your plans will strengthen the organization, serve underserved populations that you described in Rating Factor 2, and support fair housing.